



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR

EXECUTIVE SECRETARY II
CD50 1245 7IR32
PROMOTIONAL-SPOT-OAKLAND



AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below and have a permanent civil service appointment with the Department of Industrial Relations excluding State Compensation Insurance Fund as of April 27, 2007, the final filing date.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than April 27, 2007, the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$3180 – 3865 per month
LOCATIONS OF POSITIONS	Position is located in Oakland with the Department of Industrial Relations, Division of Workers' Compensation.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview in May/June.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by April 27, 2007, the final filing date.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirement stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p>
MINIMUM QUALIFICATIONS	<p>Either I</p> <p>Experience: One year of experience in the California state service in a secretarial position performing the duties of an Executive Secretary I.</p> <p>Or II</p> <p>Experience: Two years of experience in the California state service performing secretarial duties at a level of responsibility not less than that of Secretary.</p> <p>Or III</p> <p>Four years of experience in clerical work at least two years of which shall have been in a responsible secretarial position performing a variety of difficult secretarial work. (Experience in California state service applied toward the special two-year requirement must be in a class with a level of responsibility not less than that of Office Technician.)</p> <p>[Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of general education being equivalent to three months of experience; or (b) one year of education of a business or commercial nature being equivalent to six months of experience. Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>A Demonstrated interest in assuming increasing responsibility; mature judgment; loyalty; poise; and discretion.</p>
ADDITIONAL DESIRABLE CHARACTERISTICS	<p>Education equivalent to completion of the twelfth grade; ability to take dictation at 110 words per minute.</p>
POSITION DESCRIPTION	<p>This is the most advanced level in this series. An Executive Secretary II, under direction of the chief administrative officer of a State agency, with widest latitude for independent action, incumbents perform especially difficult and responsible secretarial work, relieve the administrator of a wide variety of administrative and office details, and to do other related work.</p>

QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal Interview</p> <p>Scope: In addition to evaluating the competitor's relative abilities as rated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Modern office methods, supplies equipment and procedures with particular reference to the work involved in the office of an administrative official;2. Business English and correspondence. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Type at a speed of 45 words per minute;2. Read and write English at a level required for successful job performance;3. Direct the work of other support staff;4. Perform difficult clerical work;5. Keep difficult records;6. Make briefs of reports and correspondence and compose letters or reports independently or from instructions, utilizing a wide knowledge of vocabulary, grammar, and spelling;7. Perform minor administrative assignments independently;8. Handle with courtesy and tact a wide variety of public contacts both on the telephone and in person;9. Communicate effectively;10. Understand and carry out directions following a minimum of explanation;11. Analyze situations accurately and take effective action.
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>